Step by Step: Checklist for Ph.D. in Economics
(forms listed in the checklist are available in the appendices of these Guidelines)

____ Have your dissertation committee and readers appointed
(committee must be approved before you schedule the proposal defense)

____ Develop a dissertation proposal, in consultation with your committee
(proposal must be approved within one year of completing coursework)

____ Schedule your dissertation proposal defense
(notify the OAA at least two weeks before the planned date)

____ Once your proposal is approved, turn in the Record of Proposal Defense
(form returned to OAA by your chair immediately after the defense)

____ Complete the Graduation Application and pay the fee
(apply approximately two semesters before your expected graduation)

____ Review the graduation audit you receive after applying to graduate
(to ensure you have met all requirements—contact the OAA if questions)

____ Complete the Information for Commencement or Graduation Change form

____ Prepare your dissertation, in consultation with your committee
(follow the Guidelines and the style manual you selected)

____ Schedule your final oral examination
(remember to review deadline dates)

____ Have the Acceptance Sheet and Final Oral Pass sheet signed at final oral
(forms returned to OAA by your chair after dissertation is approved)

____ Have your dissertation reviewed by the OAA at the time of the final oral

____ Make any corrections required by your committee or the OAA

____ Upload your ETD to the Electronic Database for review and final approval

____ Take the Survey of Earned Doctorates
(survey must be returned to the OAA before graduation)